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IN REPLY PLEASE REFER TO:
20:CPO/010

January 17, 2020

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request for Proposals No. PMB-2019-28, Addendum No. 1
Property Management and Maintenance Services at the Ka Hale O
Kameha'ikana Community Resource Center on Oahu

This Addendum No. 1 is to: 1) provide the Pre-Proposal Conference meeting minutes conducted on January 10, 2020; 2) provide response to written question received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority on January 10, 2020, up until January 13, 2020; 3) amend the RFP; and 4) provide additional information to the RFP as follows:

Part I – Pre-Proposal Conference Meeting Minutes:

See attached Exhibit 1 for Pre-Proposal Conference Meeting Minutes.

Part II – Response to Written Question:

Question: Would it be possible to get copies of the latest financial reports for the Community Resource Center? Perhaps the current budget, tenant ledgers and CAM reconciliation? Perhaps the leases for each tenant?

Response: Please see attached Exhibit 2 for financial reports and Exhibit 3 for Fiscal Year 2020 Resource Center budget.

Leases are available for review in person at the HPHA Administrative Office. Please contact Ms. Tammie Wong, RFP Coordinator to make arrangements.

Part III – Amendments to the RFP:

1. A new subparagraph v. is added on page 32 of the RFP under paragraph 5. Accounting and Fiscal Services to read as follows:

“v. Submit final billing to the HPHA not later than 60 days after the end of each Contract term to include without limitation the five percent (5%) management fee withholdings and all other cost reimbursements as approved in the contract and accepted price proposal. For purposes of this requirement, a contract term is defined as the initial Contract period, and each Contract extension period thereafter.”
2. Subparagraph 7.c. on page 34 of the RFP under paragraph 7. Payment is hereby amended to read as follows:

“c. The Offeror’s management fee shall be proposed at a flat rate and billed to the HPHA on a monthly basis. **Monthly management fee shall be billed on a separate invoice, differ from the invoice for reimbursable costs of personnel, maintenance and other cost categories as accepted in the price proposal.**”
3. Subparagraph 1. on page 45 of the RFP under paragraph F. Financial is hereby amended to read as follows:

“1. Price Proposal

Offerors shall submit a price proposal to include the Offeror’s management fee, site personnel salaries, site personnel medical and fringe benefits, liability insurance costs associated with managing the property, and payroll/other applicable taxes in accordance with all Federal, State and local rules and regulations. The proposed management fee shall be a flat ~~monthly~~ **annual fee and billed to the HPHA on a monthly basis**. See Attachment 9 in RFP for Sample Price Proposal.

Offeror shall provide narrative/justification to substantiate proposed expenses other than the named categories listed above. The proposal should not include direct project postage, telephone, copying and other direct office expenses that are reimbursable by the HPHA.

4. The Ka Hale O Kameha’ikana Community Resource Center Floor Plan is hereby made a part of the RFP and inserted to Section 5 of the RFP. See Attachment 15 for floor plan.
5. All other terms and conditions of the RFP shall remain the same.

Part IV – Additional Information to the RFP:

1. The current occupants at the Resource Center include Parents and Children Together and the Department of Human Services, Benefits, Employment, and Support Services Division.
2. Currently, vacant spaces at the Resource Center include an office space, labeled 118 on the upper level of the floor plan and the commercial kitchen, labeled 030, 029, 035, 036, 041, and 039 on the lower level of the floor plan. See Attachment 15 of the RFP.

Please contact Ms. Tammie Wong, RFP Coordinator, at (808) 832-6071 should you have any questions. Thank you.



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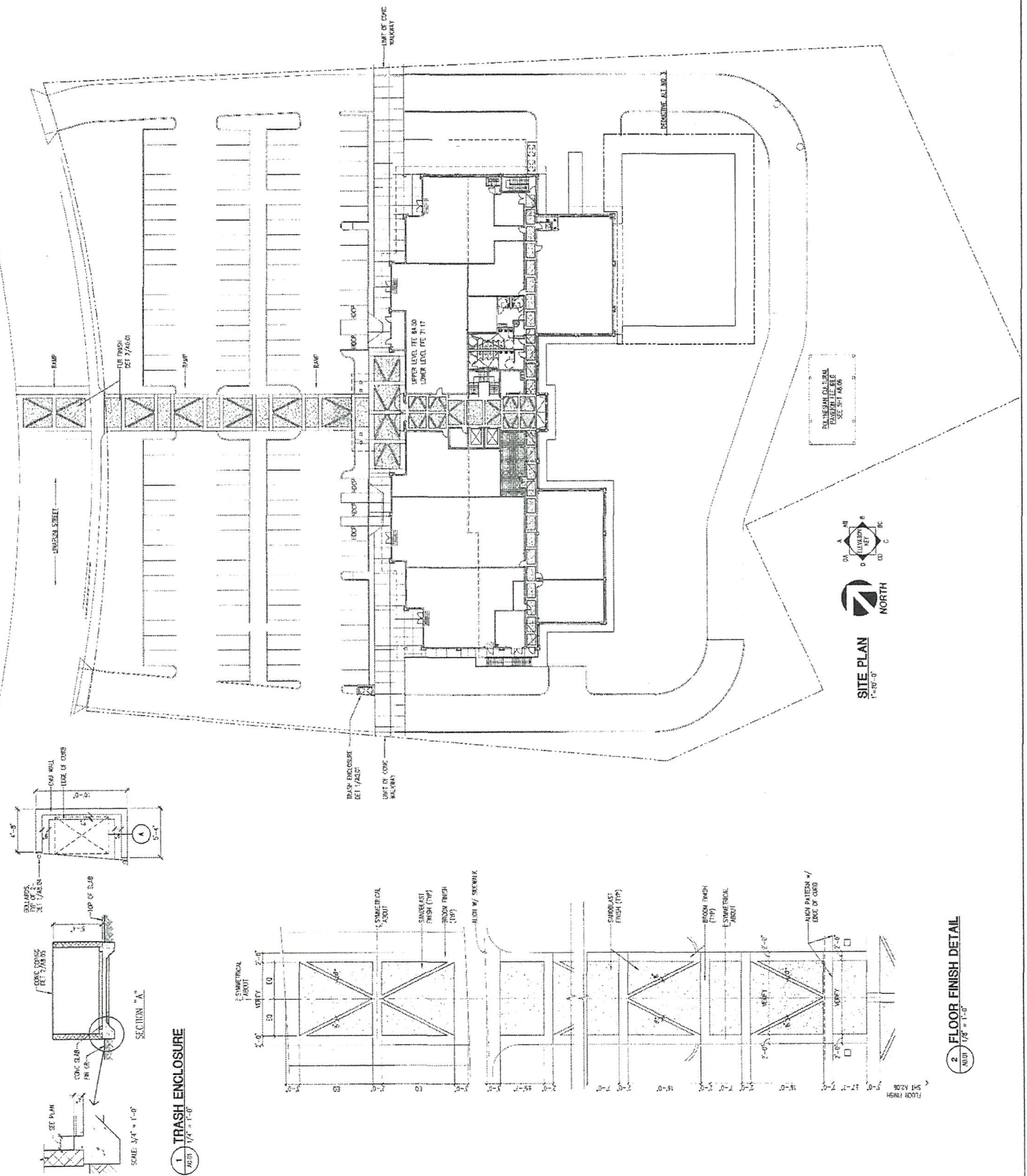
COMMUNITY RESOURCE CENTER
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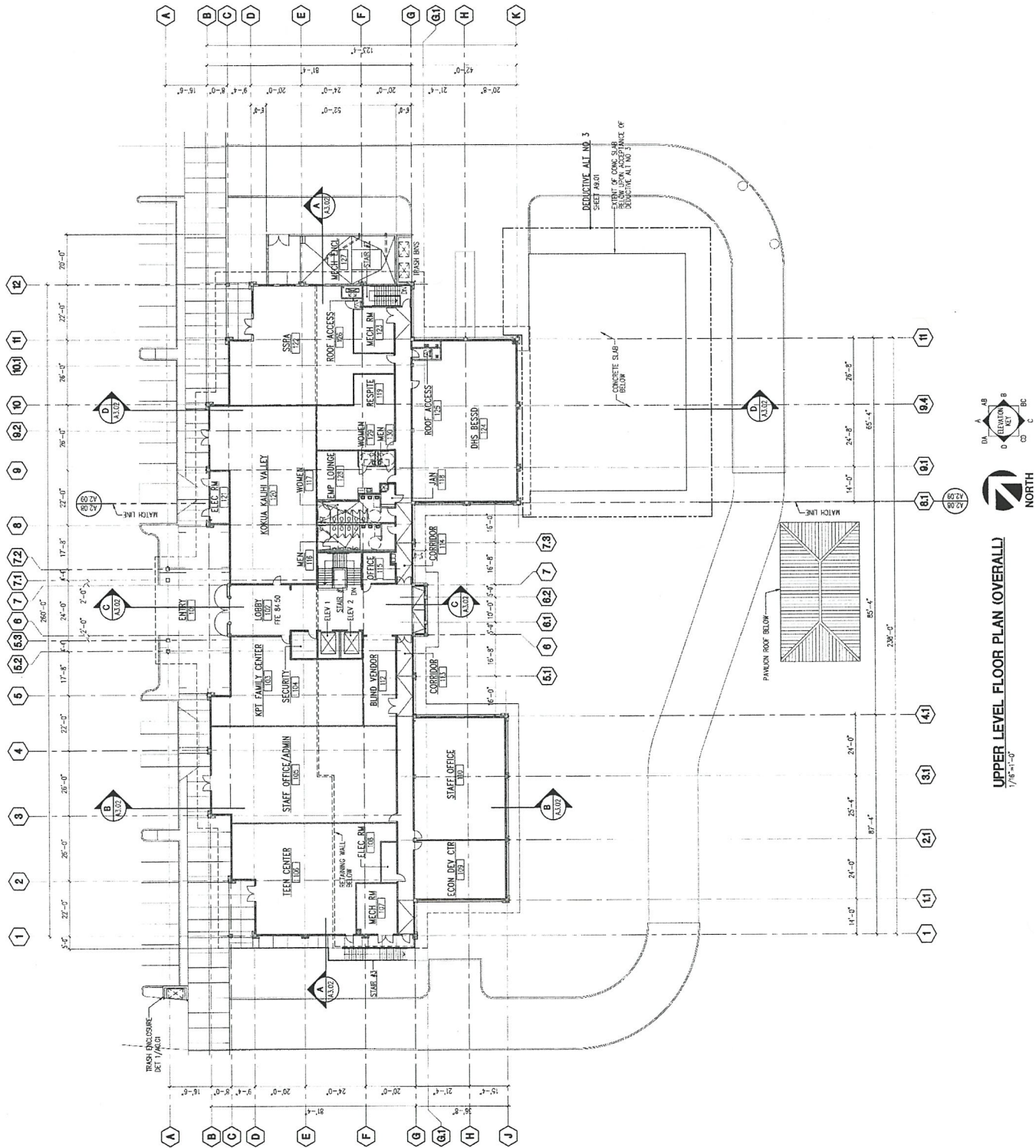
1. TRASH ENCLOSURE
1/4" = 1'-0"

2. FLOOR FINISH DETAIL
1/4" = 1'-0"

SITE PLAN
1" = 10' = 0"

Job No. 99052.2
Project No.
Drawing No.
Scale
A0.0
1/2" = 1' = 0"





UPPER LEVEL FLOOR PLAN (OVERALL)
 1/16"=1'-0"



Pre-Proposal Conference Minutes

RFP PMB-2019-28

Property Management and Maintenance Services at the Ka Hale O Kameha'ikana Community Resource Center

January 10, 2020

9:00 am

I. Welcome

A. Introduction of HPHA Staff and roles:

1. Rick Sogawa – Procurement Officer, oversees the procurement process and ensure that we adhere to procurement rules and policies
2. Tammie Wong – Contract Specialist/RFP Coordinator, conducts the procurement and is the main point of contact for this procurement; contact info provided on page 2 of RFP.
3. Earl Nakaya – Program Specialist for the Property Management and Maintenance Services Branch (PMMSB), designated Contract Administrator (CA) for the resulting Contract. Monitors services performed under the resulting contract.

B. This Conference is to highlight the RFP requirements. Offerors are responsible for the full content of the RFP. Submission of a proposal shall be regarded as the offeror's assurance that he/she is willing and able to comply with all aspects/requirements of the RFP.

C. Purpose or Need

Commercial property management and maintenance services for the Ka Hale O Kameha'kana Community Resource Center (KRC).

Questions may be asked during this conference and verbal responses may be provided, however, we may ask you to submit questions in writing and we will provide a written response via issuance of an addendum so that the same information is shared with other interested offerors so to be fair and transparent.

Attendance at this conference is not required in order to submit a proposal.

II. Section 1 – Administrative Overview (Pg. 1)

A. Procurement Timeline (Pg. 3)

1/10/2020 – Pre-Proposal Conference and site inspection

1/13/2020 – Written Questions Due to HPHA (via email or fax)

- okay to submit questions after this date, HPHA may provide clarifications to substantive questions received after this deadline.

1/17/2020 – Responses to written questions

1/31/2020 @ 2:00 p.m. – Proposal submittal deadline; proposals shall be sealed, identified with the RFP No., offeror's legal name, business address, phone number and address it to the RFP Coordinator

Feb./Mar. 2020 – Proposal Evaluation

Feb./Mar. 2020 – Notice of Award

Feb./Mar. 2020 – Contract Execution
March 31, 2020 12:00pm, HST – Start of Services

The HPHA reserves the right to amend or revise the timetable without prior written notice.

B. Submission of Questions (Pg. 3)

1. Must be in writing and submitted by Monday, 1/13/2020 via email or fax.
2. The HPHA's response to written questions shall be issued as an addendum to the RFP and will be sent to all registered interested offers not later than 1/17/2020.

C. Submission of Sealed Proposals (Pg. 4)

1. Must follow format as prescribed in Section 3, Proposal Forms and Instructions, includes proposal submittal checklist (Attachment 13).
2. Must be received not later than 2pm HST, Friday, 1/31/2020. Electronic submission and fax transmissions shall not be accepted.

D. Modification of Proposals in accordance with section 3-122-16.07, HAR (Pg. 4), shall be submitted prior to the established proposal due date and time.

E. Wage and Labor Law Compliance (Pg. 5)

1. Prior to entering into a Contract in excess of \$25k, an offeror shall certify that it complies with section 103-55, HRS, wages, hours, and working conditions of employees performing services under the resulting contract. See Attachment 10 – Wage Certificate
2. Paying wages not less than wages paid to public officers and employees for similar work; public wages are published on the Department of Human Resources Development (DHRD) website, link provided on page 6 of RFP.
3. Offerors are encouraged to account for all salary increases posted by DHRD as the HPHA will only consider requests for wage increases as a result of wage increases to public officers and employees during the contract period or any option period that are not currently published.

F. RFP Amendments (Pg. 8)

HPHA reserves the right to amend the RFP at any time prior to the closing date in accordance with chapter 3-122, HAR. Interested offerors registered with the HPHA using the RFP Registration Form will be notified of all amendments through written communication which may include email, fax or USPS mail.

G. Rejection of Proposals (Pg. 9)

1. The HPHA reserves the right to consider as acceptable only those proposals submitted in accordance with the requirements set forth in the RFP and demonstrate an understanding of the service specifications.
2. Proposals offering terms and conditions contradictory to the requirements of the RFP or determined unreasonable in price may be rejected.

H. Notice of Award (Pg. 9)

After proposal evaluation and verification that the highest ranked offeror demonstrates responsibility in accordance with section 3-122-112, HAR, a Notice of Award will be issued to the highest ranked Offeror indicating that the Offeror has been selected to provide the services.

Successful Offeror shall enter into a formal written Contract with the HPHA. See Attachments 2-8 – Sample Contract.

I. Protests (Pg. 9)

1. Actual/prospective offeror may protest the solicitation or award of services only for a serious violation of procurement policies and operational procedures.
2. Protests shall be submitted in writing within 5 business days after the posting of an award.

J. Monitoring and Evaluation (Pg. 10)

1. Performance shall be monitored and evaluated by the Contract Administrator or his designated representative, HUD, the HPHA auditors, the State Legislature, and/or other designated representatives.
2. The HPHA reserves the right to make periodic or unscheduled/unannounced inspections of all facilities, records, files, etc. during the Contract term.
3. Failure to comply with all terms or the Contract may be cause for suspension or termination as provided in the General Conditions of the Contract. See Attachment 8.

- K. General Conditions and Special Conditions of the resulting Contract provided as Attachments 7 and 8. Be sure to review terms and conditions and submit written questions as applicable.

III. Section 2 – Scope of Work (Pg. 14)

A. Area of Services (Pg. 14)

1. Ka Hale O Kameha'ikana Community Resource Center, a 52,790 square feet commercial property that includes the main building (48,485 sf), commercial kitchen, pavilion, and a gym.

2. Description and site map of the property is provided in Attachment 1. Current occupant include PACT and DHS, to include a Teen Center, Family Center, Economic Development Center, Head Start/Early Head Start, and DHS Benefit, Employment & Support Services.

B. Qualifying Requirements (Pg. 15)

1. Prior to award of a Contract, furnish proof of compliance with requirements of section 3-122-112, HAR (Pg. 15) to include tax clearance, unemployment insurance, workers compensations, temporary disability insurance, prepaid health care and registered to do business in the State of Hawaii.

Instead of applying for paper certificate of compliances, Offeror may demonstrate compliance utilizing the Hawaii Compliance Express (HCE). HCE requires a \$12 annual subscription fee. Link to HCE provided on page 16 of RFP.

2. Business office required in the State where it conducts business and where accessible in person or via telephone calls during normal Hawaii State government business hours from 7:45am to 4:30pm HST. See Attachment 12 for Hawaii State holidays. An answering service is not acceptable. A permanent office location and phone number shall be stated in the offeror's proposal (Pg. 16).
3. Successful Offeror is required to defend, indemnify, and hold harmless the State of Hawaii, the HPHA, it's elected and appointed officials, officers, and employees, from and against all liabilities arising out of or resulting from the acts or omissions of the Successful Offer or the Successful Offeror's officers, employees, agents or subcontractors (Pg. 17).
4. Insurance and bond requirements (Pg. 17)
 - a. Workers Compensation: limits as required by applicable State laws;
 - b. Fidelity Bond to include 3rd party liability in a minimum of \$500k;
 - c. Errors and Omission: minimum of \$1 mil per occurrence and \$2 mil annual aggregate;
 - d. Commercial General Liability with Personal Injury Liability: \$1 mil per occurrence for bodily and personal property damage and \$2 mil general aggregate; Personal injury liability limit of \$1 mil per occurrence.
 - e. Auto Liability covering all owned, non-owned and hired autos: \$1 mil bodily injury per person, \$1 mil per accident and \$1 mil property damage per accident; OR \$2 mil combined single limit.
 - f. Successful offeror may use an umbrella policy in addition to the mandatory insurance policies to satisfy the minimum coverage limits (i.e. General Liability, Auto, and Workers Compensation) provided that the HPHA approves, and the umbrella policy follows the underlying coverage forms.
 - g. The State of Hawaii, HPHA be named as additional insured, except for Professional Liability and Workers Compensation insurance, with respect to operations performed for the HPHA under the resulting Contract.

- h. The HPHA is a self-insured State agency. The Successful Offeror's insurance shall be the primary. Any insurance maintained by the HPHA shall apply in excess of and shall not contribute with insurance provided by the Successful Offeror.

5. Real Estate Broker's License (Pg. 20)

Offeror must possess a valid real estate broker license and employ a licensed principal broker at the submission of the proposal and throughout the duration of the resulting Contract if awarded.

- C. Initial term will be for a 12-month period with 48 months of option to extension for a maximum total of 60 months; contract extensions may be exercised for less than a 12-month period when it is determined to be in the best interest of the State. Option to extend the contract shall be exercised at the sole discretion of the HPHA. (Pg. 22)

D. Contract Price Adjustment Other than wage increases (Pg. 23)

Contract price adjustments shall be limited to liability insurance and comply with the conditions provided on page 23.

E. Contract Monitoring & Remedies (Pg. 23)

1. Ongoing monitoring performed by the Contract Administrator and his designated representatives.
2. If the Successful Offeror fails, refuses, or neglects to perform the services in accordance with the RFP requirements, the HPHA may request for written corrective action plan, a timeline for implementation, and the responsible parties. The HPHA also reserves the right to engage another company to perform the services to remedy the defect or failure and deduct such costs from monies due to the Successful Offeror or to directly assess the Successful Offeror. The HPHA may also utilize all other remedies provided under the resulting Contract and as allowable by law and rules.
3. HPHA will conduct a review of financial activities for the KRC on a monthly basis to assess budget performance and to make budget adjustments. Special budget review sessions may be required to be conducted with the Successful Offeror.
4. The HPHA may withhold payment of management fees without being required to pay interest for late payment, if the Successful Offeror fails to submit and implement a corrective action plan in response to findings by the HPHA or if the Successful Offeror fails to demonstrate improvements after implementing its correction action plan.
5. In the event that the Successful Offeror is not performing the required services as contracted, the HPHA reserves the right to extend the Contract for intervals of less than 12 months for implementation of correction actions plans and to evaluate performance for future extensions.
6. HPHA reserves the right to terminate any Contract without penalty for cause or convenience as provided in the General Conditions.

F. Scope of Work (Pg. 25)

1. Objectives

- a. Maintain the overall physical appearance and condition of the KRC.
- b. Provide a secure environment, enforcing rules, local ordinances and the HPHA policies to reduce or eliminate the number of incidents of crime, vandalism, rule violation and nuisance behavior.
- c. Maintain good communication between tenants and management personnel.
- d. Abide by the specified requirements, comply with all instructions related to the management and maintenance of the KRC that may be issued by the HPHA and adhere to all operating policies that have been adopted and promulgated by the HPHA.

2. Admin Requirements & Minimum Qualifications

a. Management Representative (Pg. 26)

- 1) Designated contract person for oversight of the KRC and ensure contract performance.
- 2) Respond to HPHA's inquiries, complaints and/or problems within 24 hours, unless otherwise instructed by the HPHA.
- 3) Attend regular monthly meeting with the HPHA.

b. Personnel (Pg. 26)

- 1) All personnel shall be considered employees of the Successful Offeror.
- 2) Ensure personnel meet minimum qualifications, including State licensing laws and experience requirements. Wage rates, position class specifications for management and maintenance personnel are available on the Department of Human Resources Development Website provided on page 26 of RFP.
- 3) All staff training required to ensure services in compliance with State/Federal laws, rules and regulations shall be the responsibility of the Successful Offeror.
- 4) Successful Offeror shall be solely responsible for the behavior and conduct of their employees on HPHA property.
- 5) Compensation and benefits for maintenance staff providing maintenance services at the KRC shall be apportioned into the commercial CAM account.
- 6) Obtain HPHA concurrence for hiring of the Facility Manager.

- 7) Do no institute additional or alternative paid holidays, including without limitation, the closure of business days at the expense of the HPHA and/or without express written consent by the HPHA.
- 8) Conduct nationwide criminal background check on all personnel employed at the KRC and be made available to the HPHA upon request.
- 9) Agree to relieve any employees arrested for any major crimes, pending final resolution of the investigation; not employee employees under the contract who is a registered sex offender, has been arrested or convicted of selling, dealing, or using controlled substance.
- 10) Subject to section 356D-6.5, HRS, smoking of tobacco or any other plant material is strictly prohibited on HPHA properties, which includes electronic smoking devices. Successful Offeror shall adhere to these no-smoking laws while on HPHA property. Such violations may be considered a breach of Contract and result in suspension or termination of the contract.

3. Admin Policies (Pg. 29)

- a. Provide written documentation not later than 15 days after the Notice to Proceed that all staff are informed of its requirements and agreement to comply with the admin policies as listed on page 29 of RFP.
- b. Conflicts of interest between the Successful Offeror's organization and the KRC tenants shall be disclosed to the HPHA. An initial conflict of interest disclosure shall be submitted to the HPHA within 7 business days of issuance of a Notice to Proceed. Subsequent conflicts of interest disclosures shall be submitted to the HPHA every 6 months reflective of personnel changes in the successful Offeror's organization and/or changes in the KRC tenant population.

4. Reporting requirements to include without limitation:

- 1) Monthly Delinquency Account Report;
- 2) Monthly Accounting Report; and
- 3) Monthly General Ledger Report.

The HPHA may request additional reports, including without limitation progress reports, new program mandates, special requests in response to inquiries from government agencies. (Pg. 30)

5. Accounting and Fiscal Services (Pg. 30)

- a. Develop and propose an annual KRC operating budget.
- b. Maintain financial and accounting functions using specified format which is congruent to the HPHA system requirements.
- c. Maintain a cash and disbursement register to record operating receipts and expenditures.
- d. Maintain tenant ledgers with records for all accounting transactions, including security deposits and a running balance on each account.

- e. Bill tenants monthly including common area maintenance. Provide monthly delinquency reports including current and vacated accounts to the HPHA within five (5) business days after the end of the grace period of collection of current month rent.
 - f. Make appropriate charges for damage to any unit by inspecting such unit with tenant prior to vacating.
 - g. Make appropriate purchases for goods/services for the express and specific use at the KRC following State and Federal procurement rules and regulations. Successful Offeror shall be held responsible for all purchases of goods/services above the approved KRC budget without prior approval of the HPHA.
 - h. Pay operational expenses from the KRC "imprest account", which shall be funded at 1.5 times the approved monthly operating budget. Reimbursement of imprest account shall be requested twice monthly.
 - i. Ensure all payment for goods/services received are made within 30 days from receipt of a proper invoice. If payment is issued in excess of 30 days, the HPHA shall deduct interest paid to the vendor in accordance with section 103-10, HRS, from the Successful Offeror's management fee. This shall not apply in those cases where the delay is due to circumstances beyond the control of the Successful Offeror and acceptable to the HPHA.
 - j. Make payment of salaries, benefit contribution and payroll taxes to or on behalf of the KRC staff and maintain payroll records. Submit written request for reimbursement within 30 days after payroll period. Such expenses shall be made from the imprest account and shall be limited to contract amount for each expense category.
 - k. Submit monthly invoice for management fees within 30 days of service delivery.
 - l. Respond to findings of any independent or HPHA audit of the KRC by submitting corrective action plan and implement the plan.
6. Office Space, Equipment, and Supplies (Pg. 32)
- a. Successful Offeror shall be permitted to use any designated administrative office space, maintenance facility, or other equipment assigned for express and specific use at the KRC.
 - b. All personal property belonging to the HPHA and located at the KRC shall be under the custody and control of the Successful Offeror at all times.
 - c. Successful Offeror shall be fully responsible for stolen equipment or items when it is due to negligence of the Successful Offeror, such as failure to properly store and secure the equipment. The HPHA reserves the right to deduct from the five percent (5%) management fee retainage for loss or damaged equipment or property.

- d. The KRC Admin Office and the Resource Center shall not close during normal business hours without prior written approval by the HPHA.
- e. Conduct opening and closing inventory of equipment and supplies upon the start and end date of the Contract.
- f. Replace consumable supplies in the current inventory.
- g. Purchase supplies, materials, and equipment for the express and specific use at the KRC. Equipment purchases requiring prior HPHA approval, shall be considered property of the State and follow applicable State and HPHA fixed asset rules and regulations.
- h. Conduct annual physical inventory of all equipment, materials and supplies located at the KRC. Upon 24 hours advance notice, the HPHA may conduct an inventory audit at the KRC.
- i. Comply with all State and Federal laws, regulations, rules, and policies regarding the procurement of goods, services and construction.
- j. Ensure all materials and supplies are properly entered into the materials inventory database and documented on work orders when used/pulled from inventory.

7. Payment (Pg. 34)

- a. HPHA shall have 30 calendar days after receipt of invoice or satisfactory delivery of goods or performance of services to make payment. Any proposals submitted with a condition requiring payment within a shorter period will be rejected.
- b. Successful Offeror will be reimbursed for all salaries, wages and other related taxes for site personnel designated on the Successful Offeror's organization chart and within the approved budget levels.
- c. Management fee shall be proposed at a flat rate and billed to the HPHA on a monthly basis.
- d. Management fee shall be allocated by the four (4) components of the Successful Offeror's management plan. The percentage allocation will be used for the purpose of determining the Successful Offeror's management fee earned for each month as follows:

Management Plan Component	Percentage Allocation
Administrative Requirements	25%
Rent Collection	25%
Common Area & Grounds Maintenance	25%
Work Order System	25%

- e. HPHA shall retain 5% from each monthly management fee billing as a withholding until final settlement of initial 12-month contract period and all subsequent option periods. Request for payment shall be submitted at the end of each contract period and release of the 5% retainage shall be subject to final settlement of services for each contract period.

8. Property Management Services (Pg. 35)

a. Resource Center Leasing

- 1) Market vacant commercial space for lease upon approval of the HPHA;
- 2) Accept and review all offers to lease, provide the HPHA with an analysis of lease terms with current market condition;
- 3) Provide the HPHA with a recommendation on lease terms;
- 4) Negotiate lease terms as requested by the HPHA;
- 5) Coordinate lease execution between tenant and the HPHA;
- 6) Cooperate with vendors and new tenants to ensure timely and trouble free initial occupancy;
- 7) Orient new tenant on rules and regulations, facilities and service available; and
- 8) Conduct a vacate inspection with the tenant present to inspect the unit and collect keys.

b. Enforce all covenants and conditions of the Lease Agreement.

c. Follow-up and collect on delinquent rent and other tenant charges.

d. Proceed to terminate the Lease as provided under the terms of the Lease and applicable law upon finding that a tenant is in default or in violation of any provision, rules or regulations of the Lease.

e. Maintenance (Pg. 36)

- 1) Maintain and repair the common areas of the KRC in a condition acceptable to the HPHA and in accordance with local and State laws, codes, and regulations and in accordance with the budget and maintenance plan.
- 2) Maintenance and repair services shall include without limitation routine and emergency/urgent repairs, preventive maintenance services and equipment, and grounds maintenance.
- 3) Respond to requests for routine maintenance services for the common areas within one (1) business day from the date of such request;
- 4) Respond to requests for emergency/urgent maintenance services not later than four (4) hours from the time of such request seven (7) days a week, 24 hours each day;

- 5) Maintain grounds and all common areas to include, without limitation entries, thoroughfares, and lobbies;
- 6) Coordinate all garbage and refuse disposal and collection including City and County and/or private services. Maintain all refuse areas, enclosures and receptacles in a clean condition and in accordance with local, state and federal fire, safety and health codes;
- 7) Conduct an annual unit inspection of each rental unit at the KRC to ascertain the physical condition of the unit;
- 8) Coordinate with the HPHA and vendors for all purchases of supplies and equipment as authorized and in accordance with the budget;
- 9) Obtain HPHA approval for maintenance expenditures above those authorized in the budget and maintenance plan;
- 10) Store and safeguard necessary supplies at the KRC, maintain a perpetual inventory;
- 11) Maintain a perpetual written inventory of all property at the KRC;
- 12) Conduct extraordinary maintenance as scheduled or as approved by the HPHA;
- 13) Develop and conduct a preventive maintenance program, perform preventive maintenance services of the common areas at least once a year and perform maintenance check and correction. Schedule for preventive maintenance program shall be submitted with annual budget to the HPHA;
- 14) Make all additions, betterments, and replacements as requested and approved by the HPHA on a cost-reimbursement basis. The HPHA shall make reasonable efforts to provide plans for substantial additions, betterments, and/or replacements to the Successful Offeror for their input; and
- 15) Prepare and submit monthly reports on selected maintenance operations.

IV. Section 3 – Proposal Forms and Instructions (Pg. 40)

A. General Instructions

1. Submission of a proposal shall constitute the Offeror's indisputable representation of compliance with every requirement of the RFP.
2. Submit one (1) original proposal marked "ORIGINAL" and four (4) copies of the proposal marked "COPY".
3. Proposals shall be submitted in the prescribed format outlined in the RFP. A written response is required for each item unless indicated otherwise.

B. Proposal forms and proposal application instruction provided on Pages 41 thru 47.

1. See Attachment 13 for Proposal Submittal Checklist
2. Proposal must include the following sections, clearly labeled and assembled in the order described; each section must be tabbed:
 - a. Title Page
 - b. Table of Contents
 - c. Background and Summary
 - d. Experience and Capability
 - e. Personnel: Project Organization and Staffing
 - f. Management Plan
 - g. Marketing Plan
 - h. Financial (Pg. 45 – 46)
 - 1) Price proposal to include management fee, site personnel salaries, site personnel medical and fringe benefits, liability insurance costs associated with managing the property, and payroll/other applicable taxes in accordance with all Federal, State and local rules and regulations.
 - 2) Proposed management fee shall be a flat monthly fee. See Attachment 9 for Sample Price Proposal.
 - 3) Offeror shall provide narrative/justification to substantiate proposed expenses other than the named categories above.

This is a cost reimbursement pricing structure reflects a not to exceed purchase arrangement in which the HPHA pays the Successful Offeror for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. Cost reimbursement shall apply, including without limitation personnel salaries, wages, medical benefits, payroll taxes and other management expenses such as liability insurance. The Successful Offeror shall be required to submit invoice detailing the amounts to be reimbursed.

- i. Other documents include (Pg. 46):
 - 1) Administrative Policies in a CD-ROM or an USB Drive;
 - 2) Wage Certificate to demonstrate compliance with section 103-55, HRS;
 - 3) Corporate Resolution indicating authorized signer for proposals and contractual documents on behalf of the Offeror; and
 - 4) Evidence of valid State of Hawaii Real Estate Broker's License

V. Section 4 – Proposal Evaluation and Award (Pg. 49)

- A. All proposals received will be reviewed for overall compliance with RFP requirements and to ensure submittal of all required attachments, certifications, forms, and narrative sections.
- B. Criteria for evaluation of proposals is provided on pages 49 – 51 of RFP, total possible is 100 points.

C. Proposals will be classified into 3 Categories:

1. Category A – proposals submitted for both groups of properties (Group I – Oahu & Group II – Hawaii)
2. Category B – proposals submitted for Oahu properties only
3. Category C – proposals submitted for Hawaii properties only

D. During the evaluation, proposals shall be classified as acceptable, potentially acceptable, or unacceptable.

1. The evaluation committee may rank the proposals and limit the priority list to three (3) responsible offerors. Discussions may be conducted with the priority listed offerors to promote understanding of the HPHA's requirements and the priority listed offerors proposals, and to clarify issues regarding their proposals before the best and final offer.
2. If there are less than three (3) acceptable or potentially acceptable proposals, the HPHA shall not hold discussions with offerors who submitted unacceptable proposals.

E. A single award will be made to the responsive and responsible offeror whose proposal conforms to the solicitation and determined to be most advantageous to the HPHA with consideration to price and other evaluation criteria set forth in the RFP (Pg. 54).

F. If there is only one responsible offeror submitting an acceptable proposal, an award may be made to the single offeror, rejected and a new request for proposals may be solicited if certain conditions are not met; the proposed RFP cancelled, or an alternative procurement method may be conducted pursuant to chapter 3-122-59, HAR.

G. The HPHA reserves the right to award a Contract on the basis of the initial offers received without discussion.

VI. Section 5 – Attachments (Pg. 55)

Be sure to review all contents and attachments in the RFP. By submitting a proposal, you'll be held responsible for all requirements to deliver the services. All changes to the RFP will be communicated through issuance of an addendum.

VII. Closing/Questions

Reminders:

- 1/13/2020 – Written Questions Due
- 1/17/2020 – Response to Written Questions
- 1/31/2020 2pm – Proposal Submittal Deadline

Hawaii Public Housing Authority

COMBINING STATEMENT OF NET POSITION – NONMAJOR OTHER ENTERPRISE FUNDS

June 30, 2019

ASSETS	Wilikina Apartments Project	Kekumu at Waikoloa Project	Disbursing Fund	KPT Resource Center	Total
Current Assets:					
Cash	\$ 457,201	\$ 353,455	\$ 11,777,754	\$ 5,742	\$ 12,594,152
Restricted cash	-	35,720	-	-	35,720
Tenant receivables, less allowance for doubtful accounts	-	19,053	-	-	19,053
Other receivables	-	4,072	5,374	-	9,446
Due from other funds	-	-	148,814	-	148,814
Total current assets	457,201	412,300	11,931,942	5,742	12,807,185
Capital Assets, less accumulated depreciation	1,514,873	2,175,078	-	5,954,313	9,644,264
Total assets	\$ 1,972,074	\$ 2,587,378	\$ 11,931,942	\$ 5,960,055	\$ 22,451,449

See accompanying independent auditor's report.

Hawaii Public Housing Authority

COMBINING STATEMENT OF NET POSITION – NONMAJOR OTHER ENTERPRISE FUNDS (continued)

June 30, 2019

LIABILITIES AND NET POSITION	Wilikina Apartments Project	Kekumu at Waikoloa Project	Disbursing Fund	KPT Resource Center	Total
Current Liabilities:					
Accounts payable	\$ -	\$ 30,360	\$ 54,821	\$ 164,920	\$ 250,101
Accrued expenses	-	-	-	137,023	137,023
Due to other funds	-	2,974	11,877,121	36,705	11,916,800
Security deposits	-	35,720	-	11,109	46,829
Deferred income	-	339	-	-	339
Total current liabilities	-	69,393	11,931,942	349,757	12,351,092
Net Position:					
Invested in capital assets, net of related debt	1,514,873	2,175,078	-	5,954,313	9,644,264
Unrestricted	457,201	342,907	-	(344,015)	456,093
Total net position	1,972,074	2,517,985	-	5,610,298	10,100,357
Total liabilities and net position	\$ 1,972,074	\$ 2,587,378	\$ 11,931,942	\$ 5,960,055	\$ 22,451,449

See accompanying independent auditor's report.

Hawaii Public Housing Authority

COMBINING STATEMENT OF REVENUES AND EXPENSES – NONMAJOR OTHER ENTERPRISE FUNDS

Year Ended June 30, 2019

	Wilikina Apartments Project	Kekumu at Waikoloa Project	Disbursing Fund	KPT Resource Center	Total
Operating Revenues:					
Rental	\$ -	\$ 428,089	\$ -	\$ 180,902	\$ 608,991
Other	-	20,669	21,568	-	42,237
Total operating revenues	-	448,758	21,568	180,902	651,228
Operating Expenses:					
Depreciation	-	64,128	-	496,188	560,316
Administration	-	202,591	-	165,897	368,488
Provision for losses	-	-	-	-	-
Professional services	-	11,282	-	746	12,028
Insurance	-	-	-	15,823	15,823
Repairs and maintenance	-	125,182	-	202,711	327,893
Security	-	-	-	170,381	170,381
Utilities	-	116,745	-	177,607	294,352
Total operating expenses	-	519,928	-	1,229,353	1,749,281
Change in net position	\$ -	\$ (71,170)	\$ 21,568	\$ (1,048,451)	\$ (1,098,053)

See accompanying independent auditor's report.

Hawaii Public Housing Authority
Operating Budget
For FY2020, July 1 2019 ~ June 30, 2020

KRC Program Budget

Line #	GL Number	FDS Code	Description	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	June 2020	KRC Budget Total FY20
1			Revenue													
2		11220	Gross Potential Rent													0
3		11230	Less: Vacancy Loss Rent													0
4	703000	70300	Net Tenant Rental Revenue	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	350,000
5	703010	70300	Rent Repayment Agreement													0
6	704000	70400	Tenant Revenue - Other													0
7	704001	70400	Excess Gas													0
8	704002	70400	Excess Electric													0
9	704003	70400	Work Order Material Revenue													0
10	704004	70400	Work Order Labor Revenue													0
11	704005	70400	Late Fees													0
12	704006	70400	Pet Charge													0
13		70500	Total Tenant Revenue (Line 4 thru 12)	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	29,167	350,000
14		11240	Gross Potential Subsidy													0
15		11250	Less: Subsidy Loss - Vacancy													0
16		11260	Less: Subsidy Loss - Proration													0
17	706000	70600	HUD Operating Subsidy													0
18	711000	71100	Investment Income	1	1	1	1	1	1	1	1	1	1	1	1	12
19	715000	71500	Other Revenue													0
20	715002	71500	Section 8 Port-In Admin													0
21	715004	71500	Laundry Income													0
23			Total Other Revenue (Line 17 thru 22)	1	1	1	1	1	1	1	1	1	1	1	1	12
24		70000. Total Revenue (Line 13, 2)		29,168	29,168	29,168	29,168	29,168	29,168	29,168	29,168	29,168	29,168	29,168	29,168	350,012
25			Expenses													0
26	911000	91100	Administrative Salaries													0
27	915000	91500	Administrative Benefits													0
29	912000	91200	Auditing Fees	0	247	247	247	247	247	247	0	0	0	0	0	1,482
30	913000	91300	Management Fees													0
31	913100	91310	Bookkeeping Fees													0
32	913150	91310	Outside Management Fees													0
33	914000	91400	Advertising & Marketing													0
34	916000	91600	Office Expenses													0
35	916001	91600	Telephone	286	286	286	286	286	286	286	286	286	286	286	286	3,434
36	916002	91600	Postage													0
37	916003	91600	Consultant/professional Svcs													0
38	916005	91600	After Hour Telephone Services													0
39	916007	91600	Hearing Board Stipend													0
40	916008	91600	Process Server Fees													0
41	916009	91600	Lease Rent													0

[illegible]

[illegible]